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- Gracie Bestgen**

1. Current and future events/meetings are listed in the upper panel; the event with the earliest due date appears at the top
2. Clicking on an event gives access to the Meeting Manager - where forms are completed and plans are constructed
3. Any event listed in red is overdue
4. Historical events are listed in the lower panel; these events can be reviewed; however, these events are locked and data cannot be changed
5. Permissions determine who can add an event to the student record; click the Schedule a New Meeting icon to add a new meeting